

ADMINISTRATIVE SUPPORT CLERK

Class Definition

Under general supervision, provides highly responsible and confidential clerical support and complex bookkeeping assignments.

Distinguishing Characteristics

Administrative Support Clerk is a journey-level class in which incumbents perform complex assignments relating to routine employer/employee relations, confidential personnel matters, litigation and transaction issues and may maintain complex financial and statistical records. Incumbents are expected to perform assigned tasks within established procedures and methods. Incumbents exercise diligence and discretion in maintaining the integrity of information received. This information includes, but is not limited to, confidential negotiation strategy, personnel disciplinary action, potential settlement, and expert witness information. Incumbents receive supervision from management and higher level positions within the department assigned.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Serves as receptionist; answers the telephone and assists the public by providing information according to office policy and refers inquiries to appropriate staff.

Receives contracts, resolutions, bid specifications and legal documents for approval and enters information on a computer log.

Types and proofreads routine legal documents relating to civil and criminal lawsuits in state and federal courts; utilizes appropriate legal format when preparing ordinances, resolutions, contracts, and other technical material to ensure proper form, accuracy and completeness; may transcribe dictation of a legal and confidential nature and transcribe witness testimony relating to litigation cases and Council, Planning Commission, and Civil Service Board meetings and hearings.

Predetermines and schedules court dates for depositions, court hearings and trials; prepares and compiles administrative records; assembles and prepares trial binders, and sends notices to interested parties.

Edits, prints and files documents on a word processing system; participates in the production of a high volume of work product requiring significant skill in the utilization of information/word processing equipment.

Performs complex and complicated bookkeeping work in the preparation and maintenance of confidential records.

Compiles confidential information from daily work processed by staff relating to departmental assignments and enters data on a variety of accounting software programs.

Reviews, calculates and verifies invoices received from contract counsel for litigation and confidential personnel issues referred to outside counsel; records and checks for accuracy financial statements received; maintains confidentiality of information contained and processes monthly invoices to departments.

Types and processes payment requisitions, purchase orders, requests for payment, and travel arrangements.

Receives and stamps all incoming mail for distribution.

Serves as a liaison between professional legal staff, witnesses, law enforcement agencies and the general public.

Takes complaints from citizens and provides information to the public and city employees concerning standard policies and procedures.

Files and indexes office records, legal documents, library materials, financial and departmental invoice files.

Operates word processing equipment and standard office equipment.

Perform related duties as required.

Knowledge, Abilities and Skills

Knowledge of modern office practices, procedures, organization, equipment, and personal computers.

Knowledge of terminology and operating functions of a legal department may be required.

Knowledge of English usage, spelling, grammar and punctuation.

Knowledge of methods and practices of maintaining financial records.

Knowledge of filing and record-keeping systems.

Knowledge of legal terminology and procedures related to the court system and civil process may be required.

Ability to interpret and apply operating principles and procedures of the function to which assigned.

Ability to learn the organization, procedures and operating details of the assigned department.

Ability to prepare financial and statistical reports and compile and maintain complex and sensitive files and records.

Ability to make mathematical computations quickly and accurately.

Ability to communicate effectively, both orally and in writing.

Ability to operate and use modern office equipment, including information/word processing equipment.

Ability to establish and maintain effective interpersonal relationships with those contacted in the performance of required duties.

Ability to type accurately at a speed necessary for timely completion of assigned duties.

Minimum Qualifications

Two years of increasingly responsible clerical experience which required the processing of complex and sensitive records and documents.

Necessary Special Requirement

Recruitments may be limited to a specific area of expertise as required by operational needs. Specific areas of expertise include:

1. that gained in a law office or court system
2. that gained in a business office which required the processing of financial and statistical records.
3. that gained in an office requiring the processing of confidential personnel documents and/or employer/employee relations issues.

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director

DATE: _____